

## 1. Transferring an iPad to a New User

It is not necessary to send an iPad back to the Central Office when redeploying it to a new user. The following steps cover all the areas that must be adjusted prior to giving the device to a new user. This will not restore the device to its out of box state, but will get it close enough that upon completion a new user can step through the training located at:

[http://www.in.gov/indot/div/mobile/pubs/iPad\\_Training.pdf](http://www.in.gov/indot/div/mobile/pubs/iPad_Training.pdf)

In preparation for this process it's highly recommended that you have the passcode that was setup on the device. In the event this isn't available, please contact the iPad Support Staff (Jason Kuhn) and they can have IOT unlock it for you. Note that the device has to be connected to Wi-Fi or Cellular for the remote unlock function to work. Also, to ensure that your deployment will be a success, make sure that the new user information has been provided so their account can be pre-configured appropriately. A minimum 2 business days is requested to complete these steps.

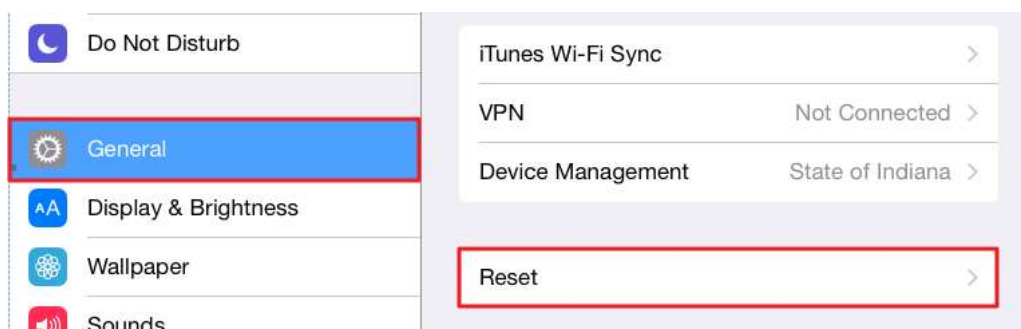
1. Start the device, and make sure you're on the home screen. Press the home button to get there.



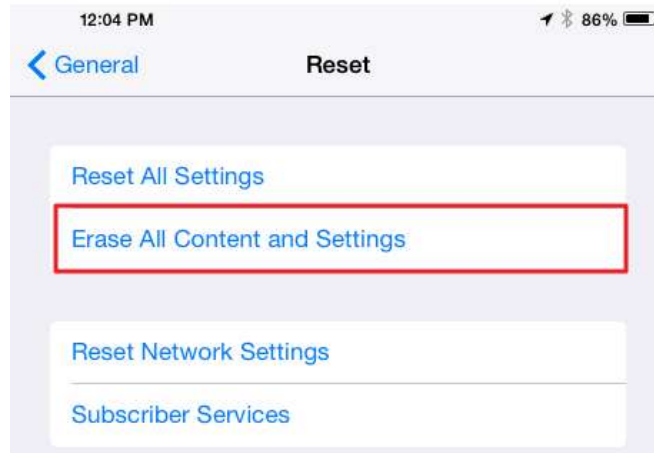
2. If available, enter the pin code to access the device.
3. Select the Settings Icon.



4. When in the settings, select the General entry on the left, and scroll down and select Reset on the Right



5. Under the Reset menu, select Erase All Content and Settings. This is a full device reset and will remove all apps, files and information.



6. Selecting the Erase All Content and Settings option will prompt for the device Passcode. Enter it now to proceed.
7. After entering the Passcode, iOS will prompt two more times to confirm that the device should be reset. Select Erase. The device will then reset and restart to complete the process.



8. **While the device is rebooting, contact the iPad Support Staff and request that the device be retired. Please provide the device serial number so it can be identified. THIS IS REQUIRED BEFORE REDPLOYMENT. Do not proceed until you have confirmation that the device has been retired from the iPad Support Staff.**
9. Once complete, the device will be reset to it's out of the box state. Be advised that the canned iPad training has been modified to allow the end users to run through the initial device setup wizard on their own. In deviations from previous deployments, Siri is now allowed as it provides the ability to use voice commands and transcription services.
10. In the event the passcode for the device is unknown, the iPad can be reset using the device recovery mode. Apple documentation on this process can be found here: <http://support.apple.com/kb/HT1808>. If the device request the Apple ID and password for the user after it's been reset, please contact the iPad Support Staff immediately with the name of the previous device user.

## 2. Creating shortcuts to the Field Assistant or other Websites

1. For Construction iPads, a home screen shortcut should be made to the FieldAssistant.
2. Open Safari and navigate to [fieldassistant.indot.in.gov](http://fieldassistant.indot.in.gov)
3. On the Address bar, select the Share button



4. With the share button selected, select the Add to Home Screen button.



5. Confirm the Add to Home dialog as shown, the site icon will show when the bookmark is prepared.

